G. R. S. IX-5]

Previous references.

E. A-G 77 P 6/F

Revenue 4

1

File No. 222

Serial Nos. 1-6

1917-18

(E. A-G.)

Later references.

E. A-G. 295

Gen 3-24 (1-4)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1-6

Part B for May 1918

SUBJECT.

Introduction of the Disposal Number System into the Revenue Sub Division Offices

---

To

The Revenue Commissioner in Mysore
The Deputy Commissioners of districts
The Superintendent Govt Press and Stationery

G.O. no 2296-305-E A-G. 222 dated 23rd May 1918

Directs the introduction of the D. N. System into the Revenue Sub Division Offices in the State from 1st July 1918.

W D 88—GPB—50,000—24-7-16

[illegible] 8/7/18

GENERAL AND REVENUE SECRETARIAT.

(E.A.G.)

NOTES.

File No. 222

FILE HEADING.

Extension of the Disposal Number System to the other offices in the District.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

31-8. Am.
6.9.17

Extract from the notes of the Dewan's tour in the Chitaldrug District in April 1917.

" The Deputy Commissioner stated that the disposal number system, tentatively introduced into the District offices, was working satisfactorily and recommended its

NOTES—First Sheet.

GPB—20,000—8 8-14

W) 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2.

General and Revenue Secretariat.

E. Ag. File No. 222 of 1917.

Serial No.

its extension to the offices of the Revenue Sub-Division officer, the District Superintendent of Police, the District Excise Officer, etc., and also to Taluk offices, with necessary modifications.

The Efficiency Audit Officer should submit a note on the proposal for the orders of Government."

Before extending the rules to the other offices, it would probably be well to consult the Heads of the Depts concerned. If approved, their opinions will be called for.

Secy

MLC 10/9/17

Yes. This may be done. As D.C chits I had sent up a rough scheme for the introduction of the system with some modifications into taluk offices. A copy of the proposals may be obtained semi-officially from the D.C chits, pending the formal reference going from the Rev Court

5

CBB 15/9/17

Br. Please put up a ff cy for the papers

MLC 15/9

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

4

G. R. S. III-2]

General and Revenue Secretariat.

Sig. 21/9/17 File No. 222 of 1917.

Serial No.

of Draft Submd.
MW
15/9/17

Issue. Fair copy to be subd to secy for appl
MW
17/9

To

The Deputy Commissioner, Chitaldrug.

1 D.O. letter No. 495 dt 18.9.1917 requesting him to send for reference papers in connection with the introduction of Disposal Number System into Taluk offices.

From

The Deputy Commissioner Chitaldroog.

D.O. dated 2.2.9.1917.

2 forwarding copy of a scheme for introducing the D. N. System into Taluks

Subd
3/10
MW

8 Write to R.C. inviting refce to the Dewan's orders and enquiring what action has been taken on the proposals of the D.C. Chitaldroog
MW
12/10

Draft- Subd.
MW
13/10

Pr
12.10
MW

Letter No. 567/Ed. Ten. 31 dt 16-10-17 to the

3 Rev. Comr. enquiring what action has been taken re: introduction of Disposal No. System into T/K. offices.

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

.5

G. R. S. III-2]

General and Revenue Secretariat.

Ety File No. 222 of 191 .

Serial No.

4 Letter No. C. 4856 of 27.11.1917 from the Rev. Comr. states that the opinion of the Dy. Comrs has been called for in the matter of introducing the Disposal Number System into the Sub. Div and Tk offices.

Submd.
Km
28/11/17

pee
29/11

Dft reminder is put up.

Submd
Pr
28.12

pee
2/1/18

Reminder issued on 3-1-18

Reminder put up.

Submd
Pr
13.2

pee
16/2

Reminder issued on 16.2.18.

Letter No. C. 4856 of 9.3.1918 from the Revenue Comr states that the reply from the D.C. Tuticorin, has not yet been received and that a reply will be sent on its receipt from the D.C.

Reply to a reminder

13 Submd
Pr Km
13.3

pee
13/3

From The Revenue Commissioner in Madras

Letter No. C 4856/8 dated 16-4-1918.

Forwards the reports of Dy. Comrs stating

5 that a majority of them are for the introduction of the Disposal Number System into the Sub. Division and Taluk offices but that he still feels a doubt as to whether

NOTE—Contn. sheet.

Serial No.

Dt & the Sub-Dn offices.

17. In the taluk offices a modified system may well be adopted. The present ~~[illegible]~~ record room arrangements are quite sound & need not be interfered with. What is wanted is a more convenient method of dealing with current correspondence. Under the existing system it is extremely difficult to get any correct idea of pending cases, when a case is supposed to have been disposed of when a letter is replied to. Unless we treat the unit of business as a case & not a communication no real disposal of work can be ~~[illegible]~~ attained.

128/6.5.18 2nd member). CSR 5/5/18

16 Agree with C.S. para 16. MN 6/5

19 Taluk offices may wait till we have received [illegible] been

MN 8.5

20 Put up off. note accordg MN 9/5

21 Submitted with a draft G.O.

10/5 [illegible] 22 Put up neat copy as revised & send to Bd of Revenue (P.R. [illegible]) MN 11/5

NOTE—Contn. sheet.

P-59

8

G. R. S. III-2)

General and Revenue Secretariat.

C.A.G. File No. 222 of 1917.

Serial No.

23 Great Copy put up. forwarded to Branch I (vide paragraph 22 supra)

13/5

Br I for information

NUE 14/5

Seen 16-5-18

No proof for VIII on 16-5-18

24 Seen.

With reference to Chief Secretary's remarks at para 17, I beg to submit Copy of a Note* I drew up some-time ago, on the subject. Without introducing any radical Changes in the existing system the suggestions therein Contained will, I venture to think, secure all the advantages referred to in the Chief Secretary's note: If the general principles underlying the suggestions are approved, I shall elaborate details later on.

Br VIII

Noa 16/5/18

25 Submit. May the new issue & the file be resubmitted.

17/5/18

26. Issue & resubmit along with the file containing the Rawalpindi note

NUE 20/5

*. Flag A

Issued. Process copy sent to Press on 23-5-18 waiting for proof

23/5

NOTE—Contn. sheet.

G. R. S. III-2)

General and Revenue Secretariat.

E. A9. File No. 222 of 1918.

Serial No.

To The Revenue Commissioner in Mysore
Deputy Commissioners of Distts
Superintendent Govt. Press and Stationery

6 G.O. No 2296-305/E. A9. 222 dated 23rd May 1918.

Directs the introduction of the Disposal Numbers System into the Rev Sub division Offices in the State from 1st July 1918.

(Printed copies not reqd. Issued in typed copies)

27 Resubmitted as directed in paragraph 26 supra with the note of Mr Rama Chandra Rao.

6/6

Flag L.

28 Vide G.O. No. L.A. R 12428-6 dated 29/6/18 Lr 469-17-2 Sanctg temporary one addl clerk in Rs 30-p-m-pr each Sub Div office.

The file is returned

30 What is the relevancy of this? Please note if any action has been taken on this G.O. Suggestions in this case are not to be given

Br VII

27/7/18

3.7.18

29 Re submitted again vide para 27 above

3/7/18

Br I (Vide para 30)

NOTE—Contn. sheet.

G. R. S. III-2j

General and Revenue Secretariat. | E. A. G. File No. 222 of 1918.

Serial No.

(30) Submitted with reference to the U. Secy's query above in regard to taking action on the ~~various~~ notes referred.

(31) No action has been taken on my note in Pr I.

12/7/18

12/7/18

for further references on the subject please see E. A. G. 295 – Introduction of D. N. System in Dt Offices.

NOTE—Contn. sheet.

G. R. S. V1—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

Section Sply

File No. 922

Serial No. 1

GENERAL AND REVENUE SECRETARIAT

, *the* 191 .

Do. No. 495

Date of issue 18. 9. 1917

Signed C. S. Balasundaram Ayer

To

The Director,
Co-operative Credit

Dear Sir, When I was in Madras
Recently I had prepared
and sent up a scheme for
the introduction into my Taluk of the Raiffeisen
System with some
modification. May I request
you to kindly send a copy of
my proposals for reference

Yours truly
Overseer

Dr Sec

15/9/17

DIARY No. 781. 2-10-1917. 12

19 -19 .
SECTION E. A. S.
FILE No.
SERIAL No.

8L 2

CHITALDRUG.

22nd September 1917.

My dear sir,

I send herewith a copy of the scheme for the introduction into the Taluks of the Disposal Number System.

Yours sincerely,

C. S. Balasundaram Iyer Esquire B.A.,
Secretary to the Government of
H. H. the Maharaja of Mysore,
General Department, Bangalore.

Letter No. C.C. 102 dated 6th June 1917 from the Deputy Commissioner, Chitaldrug, to the Revenue Commissioner in Mysore.

I have the honor to forward herewith notes on the introduction of a new system of registering into Taluks on the lines sketched therein and to request the favor of orders to the introduction of the same with effect from 1st July 1917.

Steps may also be kindly taken to have 25000 copies of registering forms printed in loose sheets in the form appended to the notes referred to above. A hole may be punched in a corner for temporarily stringing up. The filled up sheets may be bound together in convenient volumes at the end of the year. The number given represents the requirements of the District.

"C O P Y."

Deputy Commissioner
Chitaldrug District

14

G. R. S. V1—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

Section EHG
File No. 22
Serial No. 3

GENERAL AND REVENUE SECRETARIAT
( )
, the 191 .

Draft

No. 587/E. Am. 37

Date of issue 16-10-77

Signed by M. R. Madhava Rao.

To

The Revenue Commissioner in Mysore.

Sir,

It is understood that the Deputy Commissioner, Chitaldrug District, has ~~forwarded~~ submitted proposals for the introduction of the Disposal Number System into the Sub-Division and Taluk offices also. I am directed to request that you will be so good as to ~~forward the proposals to Government with your remarks thereon at a very early date.~~ submit for the info of Govt

~~The opinions of the Deputy~~

over.

Mr Cochin taken on the said proposals and the probable time within which they will be submitted to Govt
MRS

15

Deputy Commissioners of the other Districts may also be obtained.

I have etc.,

For Secretary to Government,

General Department.

List of enclosures.

Copied by

Examined by

WD86-GPB--60,000-15-11-16

D. No. 258
28-11-17 16

OFFICE OF THE REVENUE COMMISSIONER
IN MYSORE.

No. C 4856
16-17

Bangalore, 23rd November 1917.

FROM

K. R. Srinivasa Iyengar Esquire, M. A.,

Offg. *Revenue Commissioner in Mysore.*

To

Chief
The Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore. ~~Department.~~

SIR,

With reference to your letter No. 567/E.A.M.31 dated 14th October 1917, I have the honor to state that the proposals of the Deputy Commissioner Chitaldrug District for the introduction of the Disposal Number System into the Taluk and Sub-Division Offices have been sent to the Deputy Commissioners of other Districts for opinion and that on receipt of their replies a report will be submitted to Government.

I have the honor to be,

Sir,

Your most obedient servant,

K R Srinivasa Iyengar

Offg. Revenue Commissioner.

T.B.M.

R. C. 4.

GEN. & REV. SECRETARIAT
VIII
E. AUDIT.
NOV 1917
BV.

From

K. R. Srinivasa Iyengar Esq, M. A.,

Offg. *Revenue Commissioner in Mysore.*

To

Chief
The Secretary to the Government of
H. H. the Maharaja of Mysore,
Bangalore. ~~*Department*~~

Dated ~~23rd~~ 27 November 1917.

Despatched

Received

General No. C 4856

Enclosure No.

SUBJECT.

Stating that the opinion of Deputy Commissioners of Districts has been called for in the matter of introducing the Disposal Number System into the Sub-Division and Taluk offices.

27-no 671
17/4/18

18

OFFICE OF THE REVENUE COMMISSIONER
IN MYSORE,

Bangalore, 13th April 1918.

No. C 4856 & 16-17

161

FROM 8

P. Raghavendra Rao, Esq., B.A., B.L.,

Revenue Commissioner in Mysore.

To

Chief
The Secretary to the Government of
His Highness the Maharaja of Mysore,
~~*Department.*~~

SIR,

In continuation of this office No.C.4856 dated 9th March 1918 regarding the intriduction of the Disposal Number System into Sub Division and Taluk Offices, I have the honor to forward herewith the reports (in original) received from the Deputy Commissioners of Districts and to state that all of them, except the Deputy Commissioners of Bangalore and Tumkur Districts, are in favour of the proposal to introduce the system into Sub Division Offices and, excepting the Deputy Commissioners of Kolar and Bangalore the others are in favour of introducing the proposed system of registering correspondence into Taluk Offices as well.

2. While I do not for a moment doubt the advantages of introducing the Disposal Number System into all offices in the State, I still feel doubts as to whether the time for it has arrived. Unless and until the Sub Division and the Taluk offices have the right personnel, the system will, I fear, cause more confusion and aggravate a bad case than have the opposite effect. This is the crux of the problem.

3. In any case as the present establishments of Sub Division Offices are incapable of coping with the work and doing justice to the system, they will have to be strengthened by the

Am.

entertainment of at least one additional hand on Rs 30/- for ~~each~~ every Sub Division as suggested by the Deputy Commissioner, Shimoga District; and before adopting the new system of registering correspondence in all Taluk Offices, it would be well to try it in a couple of Taluks in each District, the selection of the Taluks being left to the Deputy Commissioners.

I have the honor to be,

Sir,

Your most obedient servant,

Assistant Commissioner,
For Revenue Commissioner,
Absent from the station.

T.B.M.

R. C. 4.

VIII
17 APR 1918
GEN. & REV. SECRETARIAT
VIII
E. AUDIT.
17 APR 1918

From

P.Raghavendra Rao, Esq., B.A.,B.L.,
Revenue Commissioner in Mysore.

To Chief
The Secretary to the Government of
H. H. the Maharaja of Mysore,
~~*Department.*~~

Dated 13th April 1918.

Despatched 16

Received

General No. C 4856

Enclosure No. 8

SUBJECT.

Re: the introduction of the Disposal Number System into Sub Division and Taluk Offices.

National Press, Bangalore.—1,000—20-9-1917

Office of the Deputy Commissioner,
Bangalore District,
Dated, Bangalore, 9th August 1917.

From

P. F. Bowring, Esquire,
Deputy Commissioner,
Bangalore District.

To

K. Doraswami Iyer, Esquire,
Revenue Commissioner in Mysore,
Bangalore.

Sir,

Referring to your docket No.C.4856 dated 27th June 1917 asking for my opinion in the matter of the introduction of the Disposal number system into the Sub Division Office and of a new method of registering correspondence and submission of periodicals in the Taluk Offices, as proposed by the Deputy Commissioner, Chitaldrug District, I have the honour to state that even in the District Office the system is not yet properly understood with the result that there is confusion and delay in the disposal of papers.

I, therefore, cannot at present recommend its introduction in either the Sub Division Offices or the Taluk Offices, especially the latter which as a rule have not got clerks who in my opinion would be capable of tackling the new subject.

I have the honour to be,
Sir,
Your most obedient servant,

For Deputy Commissioner,
Bangalore District.

D.V.R.

21

W.D. 0244—GPB—6,00,000—19-5-16—S.

No. 1914856 Gl 08167

From 13-8-1917
The Deputy Commissioner
Bangalore Dist

To
The Revenue commissioner
in mysore
Bangalore

Dated

Despatched 11th August 17

Received 13-8-17

General No. C 1478 of 1917

No. 40

Enclosure No.

Subject

States that it is not worth recommending the introduction of disposal system into ~~the~~ either the Sub Division Offices or Taluk Offices at present

23 M.L.

Ref:

No. C. 4856 8/8/17

Date 20-8-17

From

The Deputy Commissioner,
Kolar District.

To

The Revenue Commissioner in
Mysore, Bangalore.

Dated 17th August 1917.

Despatched 17-8-17.

Received 19-8-17

General No. Ref: H.C. 1884/16-17

No.

Enclosure No.

Reporting on the introduction of the Disposal number system into the Sub Division and Taluk Offices.

Sub Offices cannot afford to depute intelligent officials for Registering & correspondence is sent on original. So no change is necessary in Sub Offices.

Dis system may be introduced into Sub. Div. Offices.

Deputy Commissioner's office,
Kolar District,
Dated Kolar, the 17th August 1917.

From

B. V E N K O B A RAO, Esquire, B.A.,
Offg. Deputy Commissioner, Kolar District.

To

K. S. Doraswami Iyer, Esquire.,
Revenue Commissioner in Mysore, Bangalore.

Sir,

Adverting to your docket No.C. 4856 dated 27th June 1917, forwarding for opinion, copy of the note prepared by the Deputy - Commissioner, Chitaldrug District, on the introduction of the 'Disposal Number System' into the Sub Division and Taluk offices, I have the honor to state that the system having been introduced into every branch of the Deputy Commissioner's office, such as Revenue, Judicial, Local Fund, Marahmat, and District Treasury and the nature of correspondence in the Sub Division Offices being almost the same as that of the District offices, the system in g toto may be introduced into the Sub Division Offices as well.

2. As regards the Taluk offices, the method proposed by the -- Deputy Commissioner, Chitaldrug, has no doubt some advantages, but it is not free from all disadvantages. For example, the present -- District, Division and Hobli 'From & To' registers will probably be more convenient for tracing out references, provided cross references are properly marked. When the District office or the Sub Division office writes to the Taluk office, quoting District or Sub Division number, it may be easier for the Taluk office to pick up the references from a District or Sub Division from register of limited en-

entries than from a single disposal register containing a large number of entries of varying degrees of --- importance. If the Government think it desirable to try the method of the Deputy Commissioner of Chitaldrug they may do so after the revision of the Taluk office establishment, now under the consideration of the Government, takes effect as probably efficiency depends as much on the personnel as on the system. Even the present system will do very well if cross references are scrupulously marked.

3. The satisfactory working of the Disposal Number System depends on the elaborate record arrangement being closely followed. In my opinion it is -- doubtful if the present Taluk staff will be able to -- attend to it satisfactorily. If this is not done, the whole thing will end in confusion. Further, the Disposal Number System will not be of material advantage to an office which transmits records in original and this is exactly the case in correspondence between the Taluk office on the one hand and the District and the Sub Divisional Offices on the other.

4. There is only one Matriculate in the clerical establishment of the eleven Taluks in this District. Of course there are a few intelligent and experienced officials in each Taluk office and they are entrusted with responsible case work, the registering work being assigned to very ordinary officials who are incapable of assimilating the new system.

5. In these circumstances, I am not in favour

MM.

of disturbing the existing system in Taluk offices.

I have the honor to be,

Sir,

Your most obedient servant,

Venkataswamy

for Offg. Deputy Commissioner,
Kolar District.

R.T.R.

27 m. l.

1917-18

OFFICE OF THE REVENUE COMMISSIONER IN MYSORE
No. C. 4856/2 & 16/17
Date 31/12/17
BANGALORE.

From

The Deputy Commissioner,
Tumkur District.

To

The Revenue Commissioner in Mysore,
Bangalore.

Dated 27th December 1917

Despatched 28/12

Received

General No. D, Dis 66/17-18.

Enclosure No.

Submitting a report in re: the introducing of Disposal Number System in Sub Division Offices and Taluks.

30/1

Agrees to approve about Taluk Regs ~~but~~ suggests waiting till S. Regs are revised to ~~[illegible]~~ introduce Disposal No. system in Sub Divs.

Office of the Deputy Commissioner,

Tumkur District,

Dated Tumkur, 27th December 1917.

From

A. Subramanya Iyer, Esqr., B.A.,

Deputy Commissioner,

Tumkur District.

To

The Revenue Commissioner in Mysore,

Bangalore.

S i r,

Adverting to your docket No. C. 4856/6 of the 27th June last, forwarding for opinion copies of the note, by the Deputy Commissioner of Chitaldrug with its enclosures, on the introduction of the Disposal Number System into the Sub Division Officers, and of a new method of registration of correspondence and the opening of Stock List of Periodicals and Periodical Register in the Taluk Offices, I have the honour to state that the views of the Sub Division Officers, Amildars and Deputy Amildars were called for, and replies have been received from the Maddagiri Sub Division Officer, most of the Amildars and the two Deputy Amildars.

2. The Sub Division Officer, Maddagiri, is not in favour of introducing the Disposal Number System into the Sub Division and Taluk Offices mainly for the reason that the present staff of these offices is not capable of understanding the details of the system and getting through the work, and it requires better qualified and more efficient officials. The majority of the Amildars and the two Deputy Amildars are of the same opinion for similar reasons.

3. The Disposal Number System was introduced into the offices of the Revenue Commissioner and the Deputy Commissioners of Districts from 1st July 1916. The Sub Division Assistant Commissioners being next in status and importance to the Deputy Commissioner in the Revenue Department, it is but right that the system should be introduced in these offices as well. I am of opinion that its introduction may be deferred till the revision of the establishment of Sub Division offices

29

Officers is sanctioned by Government and till experience is gained of its working in District Offices.

4. The Sub Division Officer and some of the Amildars are in favour of the proposal to open Stock Lists and Periodical Registers in Taluk Offices.

5. For reasons explained by the Deputy Commissioner of Chitaldrug in his note, a connected method of registry of correspondence in Taluk Offices is very essential and the method suggested seems well adopted. It neither adds to the number of registers maintained at present, nor augments the work in any way. What is required is a little care in abstracting the subject matter of the correspondence. The new method of registry and the opening of Stock Lists and Periodical Registers, in the Taluk Offices, may, I think, be given effect to from 1st July 1918.

I have the honour to be,

S i r,

Your most obedient servant,

For Deputy Commissioner,

Tumkur District.

N.B.R.

OFFICE OF THE REVENUE COMMISSIONER IN MYSORE
No. W.D. 0241—GPB—6,00,000—19
Date 191

From

The Deputy Commissioner,
Mysore District.

To

The Revenue Commissioner
in Mysore.

Dated 14th March 1918.

Despatched

Received

General No.

No.

Enclosure No.

Opinion in re the introduction of Disposal Number System in the Sub Division and Taluk Offices.

Dadis No 1288
17-18

No.

Office of the Deputy Commissioner,
Mysore District.

Dated, Camp Chamarajanagar, 14th March 1918.
16

From

K. Matthan, Esquire, B.A.,
Deputy Commissioner,
Mysore District.

To

P Raghavendra Rao, Esquire, B.A., B.L.,
Revenue Commissioner in Mysore,
Bangalore.

Sir,

With reference to your docket No. C.4856 dated the 27th June 1917, calling for my opinion on the proposals of the Deputy Commissioner of Chitaldrug in regard to the introduction of Disposal Number System into the Sub Division and Taluk Offices, I have the honor to state as follows:-

2. I agree in the view that the Disposal Number System may be introduced in toto into the Sub Division Offices. This is all the more necessary in view of the fact that the records of Sub Division Offices have to come into the record room of the District Office, and it is exceedingly inconvenient to have the records arranged in the same record room partly under the Disposal Number System, and partly under the old system.

3. As regards the taluk offices, the proposal to introduce a system under which correspondence on each subject is brought together into the same place in the same register, has my full approval. This is a system which has been working very satisfactorily in regard to such special registers as the darkhast register etc, in the Taluk office; and I think the introduction of the same system to all other correspondence whether arising in the taluk itself or in other offices, is not only expedient but most necessary. My experience

is that the marking of cross-references is very badly done in every Taluk office with the result that after a time the tracing of the progress of any correspondence involves a tremendous amount of labour. Under the existing system it is almost invariably the practice in taluk offices to regard a paper as disposed of, if it leaves the Taluk office, although it may have been only sent to a subordinate officer for report. The result is that the Amildars have no proper idea of the amount of work actually remaining in arrears and the returns of revenue business transacted are of very little value in giving to superior officers an idea of the work actually done and remaining to be done.

4. In my opinion, however, the introduction of this system alone will not mend matters in taluk offices. The proposal of the Deputy Commissioner of Chitaldrug does not go far enough and after much consideration of the matter I have formed the opinion that the disposal Number System should be introduced in its entirety in taluk offices also. One great defect in the method of correspondence in these offices is that a file is never properly closed. A subject may have been actually closed but when some other reference is subsequently received the original papers are taken up and the new correspondence goes on in continuation. Even when a closed correspondence is only required for reference incidentally in another correspondence the closed file is frequently stitched up with the new correspondence and becomes part of it. This is a very grave defect and in order to remedy this, it appears to me necessary to introduce the disposal number system. It is only by this system that earlier and later correspondence on the same subject will be properly linked. In the absence of the system of disposal numbers, either files will continue open without being properly closed, or there will be no link between earlier and later papers. The Deputy Commissioner of Chitaldrug considers that in Taluk offices indexing by subjects

is easier than according to the disposal number system. But the indexing under the disposal number system is mainly by subjects, and may be under more than one head. The indexing is of the same nature as is now done in Taluk record rooms and registration offices and cannot present any serious difficulty to a fairly intelligent clerk.

5. The proposals about stock list of periodicals and periodical registers have my full concurrence. They are part of the disposal number system and they may be introduced in any case. The proposed monthly abstract to show which returns have been received and sent in time is not really necessary, as the register itself gives all the necessary informations.

I have the honor to be,

Sir,

Your most obedient servant,

for Deputy Commissioner,
Mysore District.

OFFICE OF THE REVENUE COMMISSIONER
No. C4856 91 06/6-17
1917
Date 12-7-1917

W.D. 0241—GTD—6,00,000—19-5-16—S.

34

From

C. Venkata Rao, Esquire, B.A
Officiating Deputy Commissioner,
Hassan District.

4856

To

K. Doraswami Iyer, Esquire,
Revenue Commissioner in Mysore,
Bangalore.

Dated 9th July 1917.

Despatched 10-2. 3.00

Received 12-7-17

General No. Ne. 18

No. R.

Enclosure No. .. —

SUBJECT.

Submitting opinion regarding the introduction of the Disposal Number system into Sub Division offices etc.,

---

1917-18.

Office of the Deputy Commissioner,

Hassan District.

Dated Hassan the 9th July 1917.

From

C. Venkata Rao, Esquire, B.A.,

Officiating Deputy Commissioner,

Hassan District.

To

K. Doraswami Iyer, Esquire,

Revenue Commissioner in Mysore,

Bangalore.

Sir,

With reference to your docket No. C.4856/6 dated 27th June 1917 forwarding for my opinion copies of the note and its enclosures prepared by the Deputy Commissioner, Chitaldroog District on the introduction of the Disposal Number System into Sub Division Offices and Taluks, I have the honor to state that the Disposal Number System may be introduced into Sub Division Offices.

2. The new method of registration to have all correspondence relating to any ~~work~~ one particular subject being grouped together in one place, proposed to be introduced into Taluks may advantageously be tried in Taluks.

This system is not quite new to Taluks as the same is in practice in all the Taluks from a long time as regards correspondence between the Taluks and Hobli Sheikdars relating to darkhasts for lands.

3. The Deputy Commissioner, Chitaldroog suggests that correspondence made in one of the special registers should when passed on to higher Officers for orders be brought into the respective hobli current registers.

In my opinion such a correspondence may be conveniently entered in the special register itself even when it is passed on to higher Officers, as the special registers now maintained in Taluk offices for darkhasts etc., are also maintained Hobliwar. As regards the headings in the proposed Hobli current register I would propose a new column between 6th and 7th to note

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the purport of the reference if it originates in the office itself.

4. As regards the registration etc., of periodicals the suggestion now made may be adopted safely in toto wherever such is not already in practice as my impression is that in very many Taluks such lists of periodicals etc., are being maintained and entries are made therein beforehand as to when certain accounts are due to higher offices.

When the said accounts are submitted they are ticked off and dated under the initials of the Taluk Sheristedar.

I have the honor to be,

Sir,

Your most obedient servant,

Offg. Deputy Commissioner,

Hassan District.

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Ri-C.

OFFICE OF THE REVENUE COMMISSIONER IN MYSORE
No. 9485/6
1917-18.
Date 24/12/17

From

The Deputy Commissioner,
Shimoga District.

To

The Revenue Commissioner
in Mysore, Bangalore.

Dated 21st December 1917.

Despatched

Received

General No. H.C. 1385 Rev 1916-17.

No.

Enclosure No.

Furnishes opinion on the introductio of Disposal Number System to Sub-Division and Taluk Offices.

&&&&&&&&

Sanction to the creation of Personal Peons & Clerk on Rs 25/- for Taluk & on Rs 20/- for S. Divn

No. H.C. 1383 Rev 1916-1917. Office of the Deputy Commissioner,
Shimoga District.
Dated Shimoga the 21st December 1917.

From

M. A. Narayana Iyengar, Esquire., B.A.,B.L.,
Deputy Commissioner,
Shimoga District.

To

K. R. Srinivasa Iyengar, Esquire., M.A.,
Offg. Revenue Commissioner in Mysore,
Bangalore.

Sir,

Referring to your docket No. C. 4856 dated the 27th June 1917 forwarling for opinion copies of the note and its enclosures prepared by the Deputy Commissioner, Chitalirug ~~District~~, on the introduction of the Disposal Number System into the Sub-Division Office and of a new method of registration of correspondence and correct submission of preiodical returns in the Taluk Offices, I have the honour to state that the system may, with advantage, be introduced into the Sub-Division and Taluk Offices. I may however add that the headings in the forms of Registers should be bi-lingual, as the Taluk Registering clerks do not generally know English.

2. It is not easy for the Taluk Officials to distinguish what kind of papers should go into the General current register and what papers into the Hobli Current Registers. It will be necessary to define these papers. I think all revenue papers relating to hoblies may be registered in the respective Hobli Current Registers and all Miscellaneous papers and papers of the Judicial, Local Fund, Excise, Village Improvement, Nalnad Improvement and

Economic Conference - Branches in the General Current Register. A separate Current Register may be kept for papers relating to the Treasury Department.

3. It is necessary to prepare an index of the purport of the current and it is easy to do this, as the catchword is underlined in red-ink. If the index is prepared simultaneously with the registering of papers, it may save much time and trouble. In practice it has been found difficult to trace references from the current registers unless the current number is known and this cannot be known in the absence of the corresponding records. If a particular subject has to be traced it is not possible to do so without knowing the current number it bears and for this purpose an index is necessary.

4. It will be convenient if loose sheets are supplied instead of volumes of bound books. This will save time and trouble in posting and tracing the entries of a current number on different pages of one or more volumes. The loose sheets may afterwards be bound into volumes of Registers.

5. The new system throws extra work on the present establishment of the Sub-Division and Taluk Offices. More especially is this the case in the Taluk Offices, where the registering staff is not only inadequate but also inefficient. At present one Deputy Munshi assisted by one or two literate peons, known as Junardars maintains the From and To registers. The communications are copied almost verbatum. This staff is not able to cope with the work connected with the new system, which requires some intelligence. The Hobli Gumastas cannot be expected to maintain the Hobli Current Registers, as they have their own special registers to maintain besides attending to original work of an important nature. I think it will be necessary to sanction at least one Clerk on Rs 25/- to the Taluks for registering work. Similarly a clerk

on Rs 30/- will be necessary for the Sub-Division Offices.

I have the honour to be,

Sir,

Your most obedient servant,

M. R. Narayanappa

Deputy Commissioner,

Shimoga District.

SI.H.R.

OFFICE OF THE REVENUE COMMISSIONER IN MYSORE
BANGALORE.

W.D. 0244—GPB—6,00,000—1908-10—S.

No. 48565

Date 1917-18.

From The Deputy Commissioner Kadur District

To The Revenue Commissioner in Mysore Bangalore

Dated 21st January 1918

Despatched 22nd

Received

General No. D/1 Drs 157/17-18

No.

Enclosure No.

Submitting opinions regarding the introduction of the Disposal number System into Sub-Division Offices etc.,

Please see RC's remarks on C 4856 of 4.1.18

Put back on Rs 20/-

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Office of the Deputy Commissioner,
Kadur District.
Dated Chikmagalur, 21st January 1918.

From

C. Devaraj Urs, Esq.,
Offg. Deputy Commissioner,
Kadur District.

To

P. Raghavendra Rao, Esq., B.A., B.L.,
Revenue Commissioner in Mysore
Bangalore.

Sir,

With reference to your docket No.C.4856 dated the 27th June 1917 forwarding for my opinion copies of note and its enclosures prepared by the Deputy Commissioner, Chitaldrug District, on the introduction of the Disposal Number System into the Sub Division Offices, and of a new method of registration of correspondence, and correct submission of periodicals, in the Taluk offices, I have the honour to state that I quite agree with the Chitaldrug Deputy Commissioner in his views expressed in his note.

2. The method of registration under the Disposal Number System, will have a decided advantage, over the present system of registering correspondence in the "FROM" and "TO" registers. This system may be introduced in toto in the Revenue Sub Division Offices, where the nature of work with certain -- exceptions is almost the same as that turned out in the District Office, though on a similar scale, and the registering may also be done in English, as the clerks working in the Sub Division Offices are mostly English knowing hands.

3. As regards the Taluk Offices it is not necessary to introduce the new system in its entirety. As observed by the Deputy Commissioner, Chitaldrug the system of registering of -- correspondence requires improvements and this can be done by the introduction of the current registers instead of the present

P.2.

"FROM" and "TO" Registers. All the entries both Outward and Inward relating to each case being noted in one place it will be easier to find out at a glance of the register and in what stage each case actually stands.

4. The registering of correspondence should be entrusted to responsible and intelligent officials and the present -- practice of deputing it to Daftarbands and Junardars otherwise called literate peons done away with.

5. Each Hobli should have a separate current register for the sake of convenience and references received from, or those sent out to the Shekdar, in connection with the correspondence -- received from the Deputy Commissioner, Sub Division Officer and other co-ordinate officers entered in it so far as the matter under correspondence refers to that particular hobli.

6. For the sake of convenience and facility of work printed bound registers may be supplied for use both in the Hobli and Taluk Office.

7. The registers now maintained for special correspondence enumerated in the first paragraph of Chitaldrug Deputy Commissioner's note, may be continued as here-to-fore without reference to the General Current Register which is meant solely for correspondence.

8. With a view to enforce punctual submission of the periodical returns and accounts due from taluks it is very -- necessary that a stock list of such periodicals should be maintained in the Taluk Office, and all changes if any, be posted in it. The periodical register should be prepared from the Stock list and the instructions given in this respect strictly followed. The -- maintenance of the above two registers will not only remove the existing irregularity in the submission of the returns but will also afford facilities for checking what returns due from the -- Taluk Office were, or were not, submitted in time. The forms proposed

by

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by the Deputy Commissioner may be adopted with advantage.

9. - In this connection I would beg to suggest for consideration the question of strengthening the Taluk establishment by the addition of one clerk on a pay of Rs.20/- as it will afford scope for the entertainment of a competent official for the successful working of the system.

I have the honour to be,

Sir,

Your most obedient servant,

Offg. Deputy Commissioner,

Kadur District.

D.S.R.

GPB—50,000—17-9-15

No. 4856

Date 8-6-1917

From The Deputy Commissioner Chitaldrug District

To The Revenue Commissioner in Mysore Bangalore

Dated 6th June 1917

Despatched

Received 8-6-17

General No. CCP 102

No.

Enclosure No. 7

Soliciting orders for the introduction of a new system of registering Crop-prod into Taluks on the lines sketched out in the accompanying note.

Subd.

9.6.17 The rules appear suitable. Areas may be recommended for adoption.

The Decimal number system may be introduced into the New Sub Div^n offices in toto.

Draft for submission to Com^r

9/6/17

CCP 102

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Office of the Deputy Commissioner,
Chitaldrug District.

Dated Chitaldrug, 6th June 1917.

From

C. S. Balasundaram Iyer Esquire, B. A.,
Deputy Commissioner,
Chitaldrug District.

K. S. Doraswami Iyer Esquire,
Revenue Commissioner in Mysore,
B A N G A L O R E.

Sir,

I have the honor to forward herewith Notes on the introduction of a new system of registering into Taluks on the lines sketched therein and to request the favor of orders to the introduction of the same with effect from 1st July 1917.

Steps may also be kindly taken to have 25000 copies of registering forms printed in loose sheets in the form appended to the notes referred to above. A hole may be punched in a corner for temparararily stringing them up. The filled up sheets may be bound together in convenient volumes at the end of the year. The number given represents the requirements of this district.

I have the honor to be,
Sir,
Your most obedient servant,
C S Balasundaram Iyer
Deputy Commissioner,
Chitaldrig District.

~~I.A. Revenue. Subject No. 14.~~

Notes on the

INTRODUCTION OF THE DISPOSAL NUMBER SYSTEM INTO THE SUB DIVISION AND TALUK OFFICES.

At present the incoming papers of a Taluk office i,e, the "receipts" are registered in a set of books called "From" registers while outgoings i,e, the "issues" from that office are registered in another set of books called "To" registers. For convenience the following classification of correspondence is followed for purposes of registering and so the registers maintained are:-

	From Register.	To Register.
1. Deputy Commissioner's	1	1
2. Sub Division Officer's	1	1
3. Hoblies, as many as there are hoblies (one for each).	1	1
4. Miscellaneous. In this the papers received from and issued to co-ordinate & other officers are registered.	1	1.

Besides the above, the following registers for registering special correspondence are also kept.

5. Register of petitions.
6-10. Register of darkhasts such as assessed waste, kharab, gomal, building sites and Nirsardi.
11. Wargawargi registers.
12. Demand notice register.
13. Sale notice register.
14. Register of application for special notice registry.
15. Copy application register.

The system of registering correspondence in the "From" and "To" registers though in vogue from a very long time has its obvious defects as shown by experience and it has been superseded by the "Disposal Number System" in the District offices. It is suggested that the Disposal Number System be introduced in toto in the Sub Division Offices from the 1st of July 1917. The recent delegation of powers to the Assistant Commissioners in charge of Sub Divisions makes it all the more necessary.

2. As regards the Taluk offices I am inclined on due consideration to think that it is neither necessary nor desirable to introduce the Disposal Number System in toto. All that is required is that the system of registering should be improved

for the purpose and may be adopted.

On a careful consideration of the items of business done in the Taluk office, I suggest that the following sets of new registers may be maintained in place of the "From and To" Registers.

1. One current register for each Hobli wherein all correspondence relating to the Hobli will be registered.
2. One General current register in which will be registered all papers of a general nature and also circulars &c.

The special registers now maintained such asregisters for darkhasts, wargawargis, demand notices, special notices, copy applications &c will be continued.

The register for miscellaneous petitions may be continued for all petitions that do not go into the special registers as stated above.

(The appended memo explains how the new current register should be filled up).

It has to be added that when a case entered in one of the special registers as stated above, is passed on to higher officers for orders &c, it may be brought into the respective Hobli current register, a note being made to show the fact of transfer into the special register, and also a similar note being made into the Hobli register also to indicate what special registers it has been brought from. When a case is finally closed, it should be passed on to the record room for being dealt with under the record sorting rules.

It will be seen from the above that the system of record arrangement in the Taluk office is to be kept on as it is. The present record sorting rules have been in force for some time past and all Taluk records are arranged according to a subject-war arrangement and the work is almost complete in all the Taluks.

To introduce also the Disposal Number System of keeping

the records in the Taluk offices i,e, by registering the final disposals in a special register as they are disposed of and arranging them according to the serial numbers of this register, will interfere with the subjectwar arrangement. In the absence of intelligent indexing, which cannot be expected satisfactorily to be done in the Vernacular in the Taluk offices, the advantage seems to me after all to lie in the subjectwar arrangement of records.

For these reasons I suggest that only the system of registering correspondence in the form referred to may be introduced in Taluk offices, without interfering with the arrangement of records. This will be akin to the Disposal Number System so far as registering is concerned.

To ensure regular and punctual submission of periodicals from Taluks, circular orders have been recently issued to Taluks on the lines indicated in the Disposal Number System Rules. Copy of the circular is herein enclosed for reference.

C S Balasubramanyam
Deputy Commissioner
Chitaldrug Dt

6.6.17

M E M O.

In Hobli current registers will be entered all references received from outside (receipts) in columns 1 to 5 while those sent out (issues) in columns 6 to 9. The reply received to this will be again entered in columns 2 to 5 and so on till it is disposed of. The serial number to be given in the 1st column will be the number of the correspondence. The same number will have to be repeated on the correspondence when sent out and received till it is disposed of.

As regards papers which initiate a correspondence in the Taluk, they will be entered first in columns 6 to 9 and the replies received in columns 2 to 5 and so on in the same way as references from outside.

For each correspondence its subject matter (very brief but sufficiently indicative), should be noted in red ink at the top before the initial and subsequent entries are made.

The date of the final disposal of the reference should be noted in column 10. It is only when there is nothing further to be done in a case that it should be taken as having been finally closed, but not till then. Then the file may be closed and given to the records for being dealt with under the record sorting rules and the date on which it is sent to the record noted in column 11.

Office of the Deputy Commissioner,
Chitaldrug District.
Dated ~~Camp Hyscore, 4th June 1917.~~

CIRCULAR.

With a view to secure regularity and punctuality in the submission of returns and accounts due from the Taluk Offices, it is desirable that (1) a stock list of periodicals and (2) a Periodical Register should be maintained in the Taluk offices in the accompanying forms A & B and (3) an abstract in form C prepared and scrutinised once a month. The Amildars are requested to see that these registers are opened at once in their offices and the fact of the same having been done reported to this office.

I. Stock list of Periodicals:- This is a permanent list showing the periodicals received in and submitted from an office and it should be in form A appended to this circular. The changes, if any, ordered by competent authority should from time to time be posted in it. Each periodical is numbered in the stock list and to each issue of a periodical a subsidiary number is given. Thus if the return of fresh men entertained in service bears the number 50 and is a quarterly, the return for the 1st quarter will be periodical No. 50.1, for the 2nd quarter 50.2, for the 3rd quarter 50.3 and for the 4th quarter 50.4. Similarly in the case of a monthly return bearing number 60, the return for the first month will be 60.1 for the 2nd 60.2 and so on.

II. Periodical Register:- From the stock list, the periodical register - vide form B appended - is prepared by entering in it at the commencement of each month or quarter the several returns and reports &c in the order of their falling due. A monthly return should be booked 12 times in the register and a quarterly four times and so on. If a return is obtained from 3 or 4 subordinates say, for sending up a consolidated

and for this, one of the essential features of the Disposal Number System i,e, the system of registering correspondence as it progresses so as to have a connected account of the correspondence on a case by entering the From and To entries in one place may be adopted. The disadvantages of having the abstract entries of a case in different books in the present From and To registers and that in different sets of books, will be seen from the following instance cited.

> A petition received in the Deputy Commissioner's office or the Sub Division Office is sent to the Amildar for report This will be registered in the From register of the District or the Sub Division Office as the case may be. If any information is required this will be sent to the shekdar and the issue will be registered in the Hobli "To" Register, cross references being noted in the respective registers of the Sub Division and the Hobli.
>
> The reply received from the shekdar will be registered in the Hobli From and the report made on this to the Sub Division will be registered in the Sub Division To register. In this way a correspondence which goes on for one or two years will have to be registered in the several "From" and "To" registers on different dates.
>
> The references which originate in the Taluk will have to undergo the same process.
>
> The whole file of papers travels to and from the several offices; so in case where the file of papers is not readily available or lost the several From and To registers will have to be looked into and entries contained therein copied on a separate paper in order to ascertain as to how it has been disposed of or in what stage it is. It is only when cross references are properly and correctly marked in the several registers that this can be done, even then, it requires a great deal of patience, labor and time. But when the cross references are not properly marked, it becomes a hopeless task. It will take 2 or 3 days to trace and note a series of correspondence containing 20 or 30 entries.

In order to remedy the defect in the existing system of registering so as to keep an easy track of a correspondence relating to a particular case, it is very necessary to record in one place as stated above the abstract of the correspondence as it progresses i,e, by grouping together the From and To entries in one place. If this be done, the stage at which a case stands may be seen at any time without any effort by referring to the registers, as it will furnish a connected account of correspondence. The form enclosed seems suitable

Form A

Stock lists of periodicals

Serial No.	Name of report and return	From whom due	When	To whom due	When	References to order containing general instructions for the preparation of the return
		3	4	5	6	7

Form B

Periodical Register showing the Returns to be due at fixed intervals in the year

Serial No. in the month	Name of the periodical and No. in the Stock-list	Due dates		Name of the Clerk responsible in the preparation	Particulars of incoming returns			Particulars of outgoing returns		Explanation in brief in the delay
		In-coming	Outgoing		Name of the Subordinate from whom the return is due	Reminder issued	Date of receipt of the return	Reminder received from higher officers	Date on which the return was sent	
1	2	3	4	5	6	7	8	9	10	11

Form C.

Abstract of returns ~~and reports~~ to be due and despatched during

Name of the branch submitting the returns	Total number of returns due during the month	No. of returns submitted				Returns still due at the close of the month	Remarks. [Here enter particulars of returns noted in col 5, 6 & 7 with name of clerk responsible and reason in detail.]
		within due date	within 3 days ~~bad~~ after the due date	more than 3 days but less than a week	more than a week		
1	2	3	4	5	6	7	8

Register of papers received into or arising in the office of

Serial No of Case in the Register	References received				References sent out			Reference to other registers of papers	Date of final disposal of the reference	Date on which it was given to the receiver	
	From whom	No & date	Date of receipt & entry in this register	Purport of the reference	To whom sent	Date	If a paper going out in original, copy of the reply or reference				
				5	6	6(a)	7	8	9	10	

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G.R.S. 28]

File No. E.A.G
Serial No. 222

Diary No. of letter replied to

GENERAL AND REVENUE SECRETARIAT.
( )

, the 191 .

Date of issue 23-5-18

Signed by Mr C.S.B. Iyer.

Proceedings of the Government of His Highness the Maharaja of Mysore

READ—

G.O.No.77-E.A.G. dated 17th May 1916 directing the introduction of the Disposal Number System into the offices of the Revenue Commissioner and Deputy Commissioners of Districts.

~~ORDER THEREON:-No.~~

2. G.O.No.152-E.A.G. issuing revised rules regarding the Disposal Number System

3. Letter No.C.4856 dated 16th April 1918 from the Revenue Commissioner in Mysore stating that a majority of the

over

May this be

i printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the Press?

vi published in the Gazette Kannada part?

SUBJECT.

GPB—50,000—1-12-12

the Deputy Commissioners are in favour of the proposal to introduce the Disposal Number System into the Sub-Division Offices ~~on~~ the State.

Order thereon No. 2296-305 / S.A.R.-222. Dated 23rd May 1918.

Since the Sub-Division office records are filed in the District Record Room, it is desirable to have one system of rules in both the District and Sub-Division offices. Government are accordingly pleased to direct that the Disposal Number System be introduced into all the Revenue Sub-Division offices in the State with effect from 1st July 1918.

2. The Superintendent, Government Press is requested to ~~have~~ keep a sufficient ~~supply~~ stock of the several Registers and Forms under the Disposal Number System ~~printed~~ and supply them to Deputy Commissioners on indent.

Chief Secretary to Govt.

To
The Revenue Commissioner in Mysore
" Deputy Commissioners of Districts
" Superintendent, Government Press and Stationery.

1875

Disposal Number System.

No. 2296-305—E. A. G. 222, DATED 23RD MAY 1918.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Government Order No. 77—E. A. G., dated 17th May 1916, directing the introduction of the Disposal Number System into the offices of the Revenue Commissioner and Deputy Commissioners of Districts.

2. Government Order No. 152—E. A. G., issuing revised rules regarding the Disposal Number System.

3. Letter No. C. 4856, dated the 16th April 1918, from the Revenue Commissioner in Mysore stating that a majority of the Deputy Commissioners are in favour of the proposal to introduce the Disposal Number System into the Sub-Division offices in the State.

Order No. 2296-305—E. A. G. 222, dated 23rd May 1918.

Since the Sub-Division office records are filed in the District Record Room, it is desirable to have one system of rules in both the District and Sub-Division offices. Government are accordingly pleased to direct that the Disposal Number System be introduced into all the Revenue Sub-Division offices in the State with effect from 1st July 1918.

2. The Superintendent, Government Press, is requested to keep a sufficient stock of the several registers and forms under the Disposal Number System and supply them to Deputy Commissioners on indent.

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

To—The Revenue Commissioner in Mysore.
The Deputy Commissioners of Districts
The Superintendent, Government Press and Stationery.

Exd.—C R.

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Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 2296-305—E. A. G. 222, dated 23rd May 1918.

Disposal Number System.

Directs the introduction of ——into the Revenue Sub-Division offices in the State.

W D A 2318—GPB—6-6-18—210